

TECHNICIAN VACANCY ANNOUNCEMENT #04-71A

HUMAN RESOURCE OFFICE
MARYLAND NATIONAL GUARD
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288
1LT G. Robert Bravo, 410-576-6052
sharon.ramsey@mdbalt.ang.af.mil

OPENING DATE: 2 March 2004
CLOSING DATE: 31 March 2004

SALARY: \$25.56 to \$29.81
(Steps 1-5) per hour

POSITION TITLE, SERIES, GRADE, PDCN:
Electronic Integrated Systems Mechanic Supervisor
WS-2610-12, 50103000
Sequence #11910

ORGANIZATION AND LOCATION:
175th Wing, Maryland Air National Guard
Warfield Air National Guard Base
2701 Eastern Boulevard
Middle River, Maryland 21220-2899

AREA OF CONSIDERATION (Who May Apply): **NATIONWIDE** - This is a Maryland Air National Guard Excepted Service (Dual-Status) Technician position open to current Enlisted members of the Maryland Air National Guard, and those eligible for membership.

BRIEF OF DUTIES: Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work. Assigns tasks to be performed. Explains and instructs subordinates on work requirements, methods, procedures and provides assistance on new or difficult issues. Recommends and participates in the selection of personnel vacancies. Administers personnel actions for section(s). Works to achieve and follow, regulations and governmental policies. Maintains production records. Performs the non-supervisory work of the function as needed. Implements safety regulatory requirements. Prepares for and participates in various types of readiness evaluations, inspections mobilization and command support exercise. Performs other duties as assigned.

INSTRUCTIONS FOR APPLYING: You may submit either a resume, Optional Form 612 (Optional Application for Federal Employment), Standard Form 171 (Application for Federal Employment), or other written format containing the information outlined in the attachment to this vacancy announcement. A separate resume or application is required for each vacancy announcement. The resume or application must arrive at the Human Resource Office (address above) no later than 5:00 p.m. on the closing date indicated. Type or print clearly in dark ink. Resumes or applications, which do not provide all the information, requested in the vacancy announcement or attachment may cause loss of consideration for this position. If necessary to attach additional pages, include your Name, Social Security Number, and the Vacancy Announcement Number on each page. Resumes or applications will not be returned. Copies of awards, performance appraisals, certificates of training, and position descriptions are not to be submitted, unless specifically requested. **APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.**

In addition to the resume or application, applicants are requested to submit OPM Form 1386, Background Survey Questionnaire 79-2 (which may be reproduced locally). OPM Form 1386 will not be used in the selection process for this position. The information provided will be used for statistical purposes only, and disclosure by the applicant is discretionary.

MILITARY SERVICE (IF APPLICABLE): In addition to the information requested in the Vacancy Announcement and the attachment, resumes or applications must include: (a) Branch (including National Guard); (b) Inclusive dates of military service (c) MOS/ AFSC's or SSI's held or previously held; (d) Title and dates of military schools; (e) Military grades held, description of military duties performed (**only if related to the position for which you are applying**); and (f) ***if National Guard, current unit of assignment.***

EXCEPTED TECHNICIAN EMPLOYMENT POLICY: Any technician position that requires Military Membership as a prerequisite for employment is in the Excepted Federal Service. Candidates will meet military assignment requirements prior to or with, the placement action. Technicians in the Excepted Service will wear the military uniform appropriate to their service and grade when performing as a technician. They will comply with the appearance standards contained in appropriate military regulations.

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CREDITING EXPERIENCE: National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.

SPECIAL CONDITIONS OF EMPLOYMENT: (a) Individual(s) selected will be required to participate in the Direct Deposit/Electronic Funds Transfer (DD/EFT) which has been established as the standard method of payment within the Department of Defense for pay of personnel. (b) Selectee(s) may be required to satisfactorily complete a Physical Examination prior to being assigned to this position.

SPECIAL INFORMATION: Male applicants born after 31 December 1959 must be registered with Selective Service in compliance with the Defense Authorization Act of 1986, Section 1622.

NOTE: Relocation expenses will not be paid.

EQUAL EMPLOYMENT OPPORTUNITY: Qualified applicants receive consideration without regard to age, race, color, religion, sex, national origin, lawful political or other affiliations, marital status, membership or non-membership in an employee organization, or any handicap which does not interfere with accomplishment of position requirements.

MILITARY COMPATIBILITY: Prior to appointment to this position the selectee must be qualified for, and assigned to a compatible military position in one of the following DMOS/DAFSC specialties: Enlisted AFSC(s): 2A5XX, 2A6XX, 2A7XX

EVALUATION FACTORS: Qualifications are determined by evaluating the job related information on the resume or application provided to this office. Applicants must include on separate sheets of paper (no more than one page per factor) a detailed written narrative which provides examples of work experience (including inclusive dates [month/year]), training, education, awards, hobbies, self-development, etc. as they relate to the Qualifications, and Knowledge, Skills, and Abilities (KSA's) listed below.

QUALIFICATIONS:

General Experience: Experience, education, or training, which demonstrates that the candidate has the ability to plan and organize work, and provide technical assistance to technicians supervised.

Specialized Experience: Must possess 36 months of the following type of experience: Applicant should have experience, which demonstrates the ability to plan and organize work assignments for the electronic integrated systems function; experience which required the applicant to review work requirements and establish priorities to meet deadlines; experience that provided a knowledge of the various lines of work performed by the electronic integrated systems function and associated support organizations; experience which demonstrated the ability to deal effectively with other people and gain their cooperation in achieving common goals; as well as experience which demonstrates the ability to supervise through subordinate supervisors, or the potential to perform such duties as evidenced by the ability to communicate, skill at applying human relations techniques, a knowledge of general supervisory concepts, and a knowledge of shop processes; experience in adapting existing equipment and techniques to new situations.

Substitution Of Education For Specialized Experience: Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours of instruction per week) for six months of experience. Courses must be directly related to the work of the position.

Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below:

Knowledge, Skills, And Abilities (KSA's): (a) Ability to plan and organize the work of the electronic integrated systems function; (b) Ability to meet deadlines; (c) Knowledge of electronic integrated systems functions; (d) Ability to work with others; (e) Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions; (f) Ability to devise new methods.

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Physical Effort: Physical effort involves lifting components and equipment and working in tiring and uncomfortable positions. Items lifted generally weigh up to 40 pounds. Assistance is usually available with heavier items. There is frequent standing, walking, bending, crouching, reaching and stooping.

Provisions of Tech Pers Reg 335-2 (Merit Placement Plan) dated 1 Dec 96 apply.